

# City Engineer

DEPT: Engineering  
DIV:  
DATE: July 2016

FLSA: Exempt  
EEOC: Professionals



## POSITION SUMMARY

Performs a variety of **professional and technical** duties related to planning, organizing and directing the design, development and construction of city infrastructure and public works projects. Manages and oversees engineering review and project monitoring of all new developments submitted through the planning process to insure compliance with standards and ordinances. This position is designated as at-will.

## SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

## SUPERVISION EXERCISED

Provides general supervision to Assistant City Engineer, GIS Coordinator and engineering support staff; may act as project manager on public works construction, renovation, and capital improvement projects to oversee the work of contractors.

## ESSENTIAL FUNCTIONS

Coordinates the development and construction of city-wide capital improvement projects; monitors contractor progress and work quality relative to project design, operations, site management and construction; oversees and monitors progress of contract projects; provides quality assurance review of various stages of project completion; initiates corrective action and change orders as needed to maintain established local, county and federal standards; acts as project manager for improvements and new construction in areas such as culinary water, secondary water, waste water, storm drain, streets, curbs and gutters, traffic engineering and other public works projects affected by private development and city capital improvement projects (CIP); establishes and recommends project priorities; prepares engineering reviews and reports for proposed projects and developments; performs project cost analysis and recommends budget requirements; coordinates with Mountainlands AOG (MAG) regarding regional development projects impacting Lehi City.

Participates in the development and implementation of the city's Capital Improvement Plan consistent with city master or general plan guidelines and specifications; assures all projects and programs comply with established Utah Code, city ordinance and generally accepted engineering standards; oversees long range strategies for engineering related development.

Attends staff and council meetings; serves as engineering liaison and advisor to various boards and commissions; provides feedback on issues affecting city engineering liability and responsibility; prepares various reports, projections, and evaluations as required; appraises mayor, administrator and city council of project(s) status, budget and general progress; consults and advises City Administrator, City Council on improvements or problems related to utilities, annexations, private development and city property; assists management in developing City ordinances and policies; coordinates and supervises bonding policies and procedures.

Acts as city liaison with FEMA; represents the city in right-of-way and water rights negotiations.

Attends meetings to participate in pre-project evaluations; reviews and approves engineered plans and specifications for public improvements; determines plan compliance with codes and standards; approves all city plats for conformity with city code, and Utah Code.

Receives, processes and responds to citizen complaints related to the engineering of transportation, utilities, etc.; reviews issues, evaluates options for solutions consistent with existing standards, codes and ordinances; makes recommendations for changes in standards and ordinances as circumstances may dictate.

Assures that all ordinances, resolutions and orders of the City Council relating to engineering projects are carried into effect.

Performs work in coordination with federal, state, and county agencies related to various public works projects as may be required to meet applicable laws, codes, standards, and grant obligations.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from college with a bachelor's degree in civil engineering;

AND

- B. Fifteen (15) years of progressively responsible experience directly related to above duties, nine (9) years of which must have been as a licensed Professional Engineer (PE);

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Extensive knowledge** of civil engineering theory, methods, principles and practices; public works project design, engineering and construction standards; software applications and basic programming related to specific engineering software; construction methods and materials common to public works projects; uniform building codes, planning and zoning codes, engineering standards and codes; technical and practical design of public works systems; business and technical writing; public relations and interpersonal communication methods; the use of a variety of technical engineering equipment; political and governmental processes affecting engineering program management. **Working knowledge** of grant writing and supplemental financing sources available to local governments; FEMA regulations; principles and practices of effective supervision.

**Considerable skill** in organization, the art of diplomacy and cooperative problem solving.

**Ability** to read and interpret various civil engineering documents and manuals; effectively deliver public addresses in an open forum setting; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; deliver effective presentations using technical media and software applications; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, contractors and the public. Must have the ability to manage several complex projects in an effective and efficient manner.

3. Special Qualifications:

Must be a licensed Professional Engineer.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Tasks require considerable time on project sites exposing the incumbent to a wide spectrum of weather conditions. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)